

Special Events - Signature Survey Form

Special events occurring in the City of Miami Beach require the notice and sign-off from residents and/or business, beachfront concessionaires and/or up land owners affected by the event. The survey is used by the Special Event Office in evaluating business/neighborhood support for the proposed special event. Depending on the nature and scope of the event, please note that additional notification may be required as determined by the Special Events Office.

ATTACHED YOU WILL FIND A DETAILED NARRATIVE DESCRIBING THE NATURE AND SCOPE OF THIS EVENT.

Dear business, property owner and/or resident:

The following event, _____, produced by _____,
(event name) (company name)

is being proposed to take place on such date(s): _____

from: _____ a.m./ p.m. to: _____ a.m./ p.m.

Description of Event: _____

Specific Request (street closure, meter bagging, event behind/affecting property, etc.): _____

We are applying for all necessary permits and maintain all legally required liability insurance. Additionally, all personnel required to ensure public safety will be on location. We will abide by all City special event-permitting rules and any specific guidelines applicable to your neighborhood. We will make every effort not to disturb you and will treat your neighborhood with the respect it deserves. Thank you, in advance, for your hospitality and cooperation.

Event Company's contact name and number: _____

☐ **I APPROVE to the event's request** _____

☐ **I DO NOT APPROVE to the event's request. Reasons (optional):** _____

Signature

Print Name/Business Name

Address

Phone (optional - for verification purposes)

I, as manager of the above building, **have notified** all of the tenants and know of no substantial objection to the proposed special event.

Date

Manager

Address



MIAMIBEACH

CITY OF MIAMI BEACH
Tourism and Cultural Development
Office of Film & Event Production Management
1700 Convention Center Drive Miami Beach, Florida 33139
Telephone 305-673-7577 -Facsimile 305-673-7063
www.miamibeachfl.gov